

NOTICE

NO. [REDACTED]

PERSONNEL
April 1954

LEAVE

REDUCTION OF EXCESS ANNUAL LEAVE ACCUMULATIONS

*CAPITAL letters indicate
additions to previous
draft*

*revised draft
to attempt to summarize
suggestions of other
offices WMS*

1. This Notice implements Notice No. [REDACTED] issued 16 October 1953 by establishing the Agency policy for the reduction of excess annual leave accumulations in accordance with the provisions of Public Law 102 - 83rd Congress.

2. It is the policy of the Agency to completely eliminate the accumulated annual leave balances in excess of the maximum allowable accrual prescribed in Public Law 102 for every Agency employee within ten years subsequent to 1 January 1954 in the manner prescribed below:

a. Each employee in the United States who had accrued annual leave in excess of 30 days at 1 January 1954 is required to take AT LEAST 6 days annual leave each calendar year in addition to current year leave accruals until his accrued annual leave at the beginning of a leave year is 30 days.

b. Each employee who is located outside the continental United States on PCS who has accrued annual leave in excess of 45 days is required to take 6 days annual leave each calendar year in addition to current year leave accruals until his accrued annual leave at the beginning of a leave year is 45 days. The reason that overseas employees are permitted to accumulate annual leave in excess of that permitted employees in the U. S. is so

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that they will have ample leave for extended stays in the U. S. when they are able to return (Annual and Sick Leave Act of 1951). Accordingly, those overseas employees who return to duty in the U. S. with 45 or more days accrued annual leave will be required to REDUCE THEIR EXCESS ANNUAL LEAVE BALANCES AT LEAST 15 DAYS within one year after their arrival in the U. S. Subsequent to the reduction of the 15 day excess accrual they will be governed by the policy in 2.a. Overseas employees returning to the U. S. with more than 30 but less than 45 days accrued annual leave shall be required to reduce their leave balances to 30 days within one year after their arrival in the U. S.

c. Those few employees whose leave accruals at 1 January 1954 are in excess of 90 days are required to use each calendar year at least one-tenth of the accrued leave in excess of 90 days in addition to current year accruals of leave and the 6 days prescribed above.

d. THE ABOVE POLICIES DO NOT PRESCRIBE A MAXIMUM FOR THE USE OF EXCESS ANNUAL LEAVE BALANCES; A MORE RAPID LIQUIDATION OF EXCESS ANNUAL LEAVE IN THOSE CASES WHERE EMPLOYEES CAN BE SPARED IS ENCOURAGED WHENEVER THE WORKLOAD REQUIREMENTS PERMIT SUCH ACTION.

3. All supervisors are directed to plan the leave of the employees under their supervision, commencing with the current leave year, to carry

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out the policy set forth in paragraph 2. THE RESPONSIBILITY FOR MEETING THE REQUIREMENTS OF THE LAW AND THIS POLICY RESTS JOINTLY WITH THE SUPERVISOR AND THE EMPLOYEE. IF AN EMPLOYEE FAILS TO APPLY FOR LEAVE HE MAY BE PLACED ON LEAVE ADMINISTRATIVELY AT ANY TIME TO MEET THE REQUIREMENTS OF THE LAW AND OF THIS POLICY, SUBJECT TO THE APPROVAL OF THE ASSISTANT DIRECTOR FOR PERSONNEL. SUPERVISORS SHOULD NOT DENY ANNUAL LEAVE WHEN REQUESTED BY EMPLOYEES HAVING EXCESS LEAVE BALANCES, UNLESS IT IS CLEARLY NECESSARY TO DO SO BECAUSE OF THE URGENCY OF WORK REQUIREMENTS.

4. IN ADDITION TO REGULAR VACATIONS OR OTHER LONG ABSENCES PLANNED IN ADVANCE, EMPLOYEES AND SUPERVISORS SHOULD ENDEAVOR TO REDUCE LEAVE BALANCES THROUGH THE USE OF OCCASIONAL 1, 2, OR 3 DAY ABSENCES WHEN THE OPERATIONS OF THE OFFICES PERMIT, PARTICULARLY DURING THE NON-SUMMER PERIOD AND IN THE COURSE OF HOLIDAY OR OTHER SLOW OPERATING PERIODS.

5. The Office of the Comptroller will furnish promptly to each office the names of departmental [REDACTED] employees within its area whose accrued annual leave exceeds the allowable maximum of 30 days and indicating the total number of annual leave hours accrued to each employee as of 2 January 1954. Similar lists will be prepared and distributed for overseas personnel AT A LATER DATE.

6. THE COMPTROLLER WILL FURNISH TO EACH OFFICE (WITH A COPY TO THE DD/A) A REPORT EACH YEAR SHOWING LEAVE ACCRUALS OF THEIR RESPECTIVE EMPLOYEES AT THE BEGINNING OF THE YEAR AND THE END OF THE YEAR, AND THE AMOUNT OF REDUCTION DURING THE YEAR FOR EACH EMPLOYEE WHOSE LEAVE ACCRUAL IS IN EXCESS OF THE

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MAXIMUM ESTABLISHED BY LAW. EACH SUCH OFFICE WILL SUBMIT TO THE DD/A REASONS WHY REDUCTIONS OF EXCESS LEAVE ACCRUALS IN ACCORDANCE WITH THIS POLICY WERE NOT ACCOMPLISHED FOR EACH SUCH CASE REPORTED.

7. Inasmuch as there is pending legislation which may increase the legal maximum annual leave accruals, employees in the U. S. who have leave accruals in excess of 30 days but less than 60 days, and employees overseas whose leave accruals are in excess of 45 but not more than 90 days, may wish to consider delaying the use of the additional leave prescribed in paragraph 2 until after the close of the current session of Congress. In the event legislation is passed increasing the legal maximum leave accrual, an amendment to this Notice will be published requiring reduction of excess leave accruals only for those employees who have leave in excess of the new allowable maximum in accordance with the policy contained herein.

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